

Statewide JSEC Meeting

DRAFT MINUTES

MAY 17, 2010

1:00 P.M.

CROWNE PLAZA, BILLINGS MT

MEETING CALLED BY	Karen Dellwo, Chair
TYPE OF MEETING	Annual Statewide Meeting
NOTE TAKER	Chris Wilhelm
ATTENDEES	Voting Members: Karen Dellwo, Cal Boyle, Betty Stone, Sharon Stoneberger, Jackey Bonney, Sharon Boutlier, Vonda Sorenson, Carolyn DeYoung, Louise Olson, Steve Phillips, and MaryAnn Vester.

Other attendees: Chris Wilhelm, Mike Cooney, Tiffany David, Marcy Buster, Roy Jones, Shawn Mohn, Michelle Vincent, Debra Krantz, Todd Erickson, Whitney Goss, Cathy Schilling, Theresa Jones, Judy Callisto, Debbie Berg, Nancy Axtel, Lisa Crooks, Patti Furniss, Heather Mousley, LynnDee Schmidt, Joyce Heiser, Zanya Betley, Zack Medina, Gail Habener, Vernetta Torgerson, Colleen Topp, Jacklyn Damm, Darla Joyner, Kathy Jo Opprud, Lonnie Cross, Darla Handran, Sandy Hamlin, Marilyn Ohman, Shirley Cortright, Tom Frisby, Frank Fleming, Judy Towleron, John Harper, Jo Pintz-Cole, Sharon Michael, Carol Lamey, Barbara Hardy, Rick Kavulla, Heather Brenden, Marti Urion, Randy Roberts, David Otey, Sue Winn, Cindy Rossmith, Tracy Kelsey, and Oscar Cantu.

Agenda topics

CALL TO ORDER

KAREN DELLWO

DISCUSSION	
Attendees were reminded that voting members need to sit at the table.	
CONCLUSIONS	
The meeting was called to order at 1:06 p.m.	

MINUTES OF 12/21/09

KAREN DELLWO

DISCUSSION	
The minutes of the 12/21/09 Executive Committee meeting were reviewed. No modifications were requested.	
CONCLUSIONS	
Betty Stone moved to accept the minutes; Sharon Stoneberger accepted them; the motion passed.	

TREASURER'S REPORT

BETTY STONE

DISCUSSION	
As of May 1, 2010, the MSEC has \$9,925.84 between checking, savings, and 2 CDs.	
CONCLUSIONS	
Cal Boyle moved to accept the treasurer's report; Patty Nordlund seconded; the motion passed.	

WORKFORCE SERVICES DIVISION UPDATE**MIKE COONEY**

PRESENTATION	
	<p>Mike Conney, was hired as Administrator of the Workforce Services Division in July 2009, when the American Recovery and Reinvestment Act (ARRA) was being implemented. The Division has received 2 of the 4 ARRA-related grants submitted. Additional grant applications are being submitted. The Division hired Tiffany David as Chief of the Job Services Operations Bureau. Job Service offices have been extraordinarily busy, but are starting to see some signs of recovery. Although changes in employment are slow, more jobs are being advertised. There are still more job seekers than jobs. Some pockets of the state are stronger than others, but Montana has a stronger economy than other states. We are one of two states with a budgetary surplus. The governor is busy trying to identify ways to continue doing business with fewer resources. The Nation is not seeing signs of recovery the same as with other recessions. Job Service has great staff who are dedicated to job seekers and employers in our communities.</p>

JOB SERVICE OPERATIONS BUREAU UPDATE**TIFFANY DAVID**

DISCUSSION	
	<p>Tiffany David was hired 7.5 months ago. Previously she was CEO of a community health center in Idaho. Job Service Workforce Centers are dictating the goals of the Bureau. Offices already train and educate workers. The Bureau is restarting the Job Service Operations Training Committee (JSTOC), and better aligning business services so employers know what we can provide as employer resources. A coordinator was hired to get JSTOC up and running about 3 months ago. The JSTOC is identifying required training and resources for staff. Business services training is being led by Pat Hulla and Kay Strayer, who are working with local offices and legal staff to develop good resources for employers. Local staff training will begin in June.</p>

JSEC TAX EXEMPT STATUS**CHRIS WILHELM**

DISCUSSION	
	<p>To date, 7 JSECs have received tax exempt status. Several are in the process of applying. One has determined they will apply for LLC status instead.</p>
CONCLUSIONS	
	<p>This is an ongoing process which will be tracked by the MSEC Coordinator. Each JSEC must determine what status is right for themselves because they are not protected under the umbrella of the MSEC.</p>

MSEC VISIT TO JSEC MEETINGS**CHRIS WILHELM**

DISCUSSION	
	<p>Anna Kazmierowski and Chris Wilhelm were invited to attend the Bozeman JSEC meeting on February 17th. They provided a presentation on the history of JSEC and MSEC in Montana. It was well received.</p>

LAST YEAR'S CLOSED DOOR FORUM**KAREN DELLWO**

DISCUSSION	
	<p>Last year, a portion of the Statewide JSEC Meeting was held behind closed doors based on requests. This was to facilitate frank discussion in a safe environment with the Job Service Operations Bureau Chief. Good suggestions came about. Staffing of Job Service has since occurred. Nothing proprietary was shared and a recap of discussion was provided for all attendees after meeting was opened.</p>
CONCLUSIONS	
	<p>The option for a closed door session will remain, although it will only be used if requested.</p>

REGIONAL APPROACH TO CONFERENCE**TOM FRISBY**

DISCUSSION	
<p>Proposed at last year's Statewide JSEC meeting was a regional approach to conference planning, allowing all JSECs within a region to work together on an upcoming conference. Region 4 JSECs piloted the idea to plan this year's conference. It was a good project, allowing involvement from several communities of many sizes. A planning team was developed comprised of representatives from Billings, Lewistown, and Livingston. The planning team identified the types of presentations employers wanted to see. A great lineup of presenters was developed. Continuing Education credits for OPI have been confirmed; continuing education credits for SHRM are pending. The project broadened the efforts and made it so there wasn't so much pressure on any one community. This year's team decided to split fundraising proceeds with 50% going to the host community JSEC, and 25% to each of the other two JSECs.</p>	
CONCLUSIONS	
<p>The regional approach was successful and should be continued.</p>	

ELECTION OF OFFICERS**KAREN DELLWO**

DISCUSSION	
<ul style="list-style-type: none"> • Past-Chair: Karen Dellwo will move to Past-Chair. • Chair: A Chair must be elected because Gary Willis, Vice Chair, had to resign his position. Betty nominated Cal Boyle. • Vice Chair: Betty Stone will succeed to the Vice-Chair's position. • Treasurer: Although not in attendance, Sylvia Murray had conveyed she would be willing to serve as Treasurer if no other interest was expressed. <p>No nominations were received for officers' positions received prior to the conference. Nominations were accepted from the floor.</p>	
CONCLUSIONS	
<p>Karen Dellwo was elected Past-Chair, Cal Boyle was elected Chair, Betty Stone was elected Vice-Chair, and Sylvia Murray was elected Treasurer.</p> <p>Area Representatives remaining:</p> <ol style="list-style-type: none"> 1. Open 2. Anna Kazmierowski 3. Open 4. Patty Nordlund 5. Open 	

FUTURE CONFERENCE PLANING**[PRESENTER]**

DISCUSSION	
<p>Per action taken at the 2009 Statewide JSEC meeting, conference locations will rotate through the five areas of the state. Next year's conference will be somewhere in Region 5.</p> <p>Mike Cooney indicated the Department is looking at all recurring travel and conferences to see how costs can be saved per the Governor's direction. This means the Innovation in Business Conference will be looked at the same as any other conference funded by state dollars in part or in whole. Hopefully the Governor's Office and the Governor's Budget Office will look positively on the effort.</p> <p>Patty Nordlund suggested the decision be made quickly so proper planning can take place.</p>	
CONCLUSIONS	
<p>It is not yet known whether the 2011 Innovation in Business Conference can be sponsored by the State.</p>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine whether 2011 Innovation in Business Conference can take place.	Mike Cooney	August

JOBS FOR MONTANA'S GRADUATES (JMG) SCHOLARSHIP

DREA BROWN

DISCUSSION	
JMG is appreciative of MSEC's continued support and contribution which allows students to attend the annual Jobs for America's Graduates (JAG) Conference in Washington, D.C. This year JMG took six students, two more than usual. Students compete in national-level competitive events, attend seminars, and see the D.C. sights. They return home with enthusiasm and amazement. MSEC funding helps attendees purchase professional clothing and provides a little spending money. The students are proud of the business attire and often wear them even when they can dress casually. This year, one student won the employment preparation competition event. Montana students bring a rural perspective to intercity students. Total cost per student to attend the JAG Conference is about \$1,500 with no out-of-pocket expenses for the student other than spending money.	
Current performance outcomes were presented. JMG is meeting all performance outcomes.	
Current MSEC contribution to JMG is \$500 per year. Increasing the contribution was discussed. Jackey Bonney moved to continue supporting JMG at the increased amount of \$600; Cal Boyle seconded the motion; Patty Nordlund amended the motion to increase the donation to \$750; Carolyn DeYoung seconded the motion.	
CONCLUSIONS	
The MSEC will continue to contribute to JMG in the amount of \$750 per year.	

AREA REPRESENTATIVES

KAREN DELLWO

DISCUSSION		
Area Representative Duties: The MSEC is having difficulty locating individuals willing to be Area Representatives. Current openings for Area Representatives are in Areas 1, 3, and 5. One difficulty is not knowing what is expected. Another issue is that Area Representatives are not reimbursed for their travel and commonly leverage personal business trips to attend other JSEC meetings. This is not always conducive to travel throughout the entire Area. A third issue is the large size of the Areas.		
Co-Area Representatives: One difficulty for Area Representatives is the size of the area they cover. A possible solution would be to allow co-representatives. Adding Co-Area Representatives would add to the size of the MSEC, increasing the requirement for quorums, but also adding available members to score scholarships/awards. The past two years ad-hoc committees were formed from staff working in Helena Workforce Services Division to score because there were not enough members who did not have a conflict of interest.		
Officer Act as Area Rep: The MSEC is having difficulty locating individuals willing to be Area Representatives. If an officer is willing, they could co-represent an area to alleviate some of the load.		
Adjust MSEC Areas to Reflect Job Service Areas/Regions: Workforce Services Division is shifting it's Region boundaries. Livingston will shift from Region 4 to Region 2 effective July 1, 2010. MSEC adopted the same boundaries for their Areas a couple of years ago. The importance of MSEC Areas mirror Job Service Regions was discussed.		
CONCLUSIONS		
Area Representative Duties: Current general responsibilities include attending some meetings of JSECs in their area, bringing to MSEC any concerns that local JSECs have, and disseminate information from MSEC and the Department of Labor & Industry, and participate in all MSEC meetings (three per year).		
Co-Area Representatives: The possibility of Co-Area Representatives will continue to be discussed.		
Officers Act as Area Representatives: If an offer is willing, they can act as Area Representative or Co-Representative.		
Adjust MSEC Areas to Reflect Job Service Areas / Regions: MSEC will adjust their Areas to mirror Job Service Regions.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop a relevant position description for Area Representatives and disseminate.	MSEC	Work on at summer meeting
Get in touch with your Area Representative. Utilize technology such as phone or email when in-person is not feasible.	JSECs	Continually

JSEC BEST PRACTICES**JSEC MEMBERS**

TRI-COUNTY JACKIE BONNEY	Tri-County has a small JSEC. They are trying to attract different businesses to their meetings. It is difficult to get people engaged due to economic conditions. They will be seeking LLC instead of non-profit status due to cost. It still provides protection for members.
BOZEMAN SHARON STONEBERGER	Bozeman JSEC held a strategic planning meeting to revitalize their organization. They needed to change the mindset of the JSEC to help them stand on their own. A survey of members revealed they found information sharing between businesses valuable, Job Service was rated very high, communication between JSEC and Job Service was great, and there were no specific issues. Many survey respondents wanted to serve as an officer, committee member, or volunteer. Employers learned they were not alone during these trying times. The following two meetings were brainstorming sessions. Members wanted business updates, limited committees, to set goals, to continue bring-your-own-lunch lunchtime meetings, a new logo, and a website to communicate and archive. They identified topics/Job Service programs they wanted to discuss over the next year. Lots of members volunteered when they realized they didn't have to do everything. Their membership drive brought in 5 new members. They are partnering with their local SHRM chapter to market their organizations. A tentative schedule has been developed for monthly meetings, alternating months between speakers and business updates. Action items were added to the tentative agendas so members knew what they would be doing. Minutes were disseminated more quickly.
BILLINGS VONDA SORENSON	Billings issues a monthly newsletter is sent to all members. One member is highlighted in each newsletter. Each summer and fall a planning meeting is held to identify upcoming meeting goals. Jobs Jamborees continue to be successful, both in attendees and scholarship funds raised. Their scholarship has focused on students in the area who may not have access to other scholarship opportunities. At least one seminar for employers is held in partnership with Yellowstone County Commissioners.
HELENA CAROLYN DEYOUNG	Helena is collaborating with Jim Nys to provide presentations that raise funds for scholarships.
GLASGOW LOUISE OLSON	Glasgow provided one scholarship this year. They held one seminar each for employers and employees, and had a job fair.
LEWISTOWN STEVE PHILLIPS	Lewistown is struggling with membership. Bozeman's ideas are helpful.
GLENDAVE MARYANN VESTER	Glendive is very active. They have held two seminars, three scholarships, a golf tournament (the JSEC Classic), issued a quarterly newsletter, and a career fair every other year. They have a strong committee.
SIDNEY MARYANN VESTER	Sidney is revitalizing. They are getting new members. The Sidney Chamber of Commerce approached them to partner for a seminar and opportunity fair in October.
POLSON TODD ERICKSON	Polson provides resources, and organizes workshops based on JSEC recommendation. They partnered with Libby JSEC to bring Wendy Sampson in for a workshop. They have lost two members, but have gained two members to replace them. Membership is competitive in a small community, they have an active SHRM chapter with a lot of cross-over. Their meetings are centralized and have been moved to mornings. Customer service is important in a resort community, but the focus this year is on management. The scholarship committee is involved, helping with both scholarships and membership.
GREAT FALLS BARBARA HARDY	Great Falls JSECs scholarship program took a year off to revamp itself. They had been providing at least one \$500 scholarship to valedictorians that were receiving full-ride scholarships already, and wanted to redirect their focus to more needy students. During the year off they revised their criteria. Applicants must be entering a field in career or technical education, and must receive at least a 2.5 GPA. One recipient has a long-term goal to have an auto body shop run strictly by women. Another recipient has her CAN and is working to get her nursing degree.

RECOMMENDATIONS FOR JOB SERVICE**JSEC MEMBERS**

DISCUSSION	
It was recommended the Department have a statewide mailing list for all JSECs to share all newsletters and seminar information. Disseminating this information could help JSECs leverage funding and presenters.	
CONCLUSIONS	
Workforce Services Division will maintain a distribution list to disseminate training opportunities to JSEC members. All JSECs can send trainings and presentations to the JSTOC who will track trainings and disseminate information through the distributionlist.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send all trainings occurring in your area to JSTOC	JSECs	Continually

LOCAL JSEC COMMENTS

JSEC MEMBERS

DISCUSSION		
Reminder: All JSECs that have been awarded 501(c)(3) status by the IRS must submit a Form 990-N by May 16, 2010 or they could lose their non-profit status. Each JSEC should have received notification from the IRS when they were awarded non-profit status.		
CONCLUSIONS		
JSECs awarded non-profit status must file Form 990-N annually.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send reminder to JSECs to file Form 990-N	MSEC	Annually

LOCAL JOB SERVICE COMMENTS

JOB SERVICE STAFF

DISCUSSION	None
SPECIAL NOTES	Karen wanted to extend a special thank you to everyone who worked to put the conference together.